



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

OCT 08 2010

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY
OF THE ARMY

SUBJECT: Charter Renewal – United States Military Academy Board of Visitors

The charter for the United States Military Academy Board of Visitors is approved for renewal.

A notice will be published in the Federal Register announcing the Department's intention to renew the Board's charter. Pursuant to 41 CFR § 102-3.70, my Advisory Committee Management Officer (ACMO) will formally file the Task Force's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Board's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully comply with the governing federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that the Board's membership is not unduly or inappropriately influenced by federal employees or any special interest; and
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you have any questions, please contact me or my ACMO, Frank Wilson, at 703-601-6100 or his deputy, Jim Freeman, at 703-601-6128.

Michael L. Rhodes
Director